

**Low-Income Energy Efficiency Program:
A Project of the Delmarva Settlement Fund**

**LARGE-SCALE
ENERGY EFFICIENCY PROGRAM**

**GRANT PROGRAM APPLICATION
GUIDANCE DOCUMENT**

Issue Date: TBD
V1.0; 2017-05-08

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SECTION I: FUNDING OPPORTUNITY DESCRIPTION

A: PROGRAM DESCRIPTION

1. PURPOSE

On June 2, 2015 and November 1, 2016, the Delaware Public Service Commission (PSC) adopted orders approving the merger of Delmarva Power & Light and Exelon Corporation (“Delmarva”) and the Amended Settlement Agreement (PSC Docket No. 14-193). Provisions resulting from the Amended Settlement Agreement (Settlement) allocated funds to a low-income customer energy efficiency program for Delmarva Power customers. These funds are being provided through a competitive grant process to support capable organizations in delivering energy efficiency programs to low-income ratepayers located in Delmarva’s Delaware service territory. The Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Energy and Climate (DEC) will administer these funds.

Applicant(s) receiving a grant award will accomplish the following:

- Increase the energy efficiency of low-income Delaware households that contribute to statewide electric and gas savings.
- Engage with and inform low-income Delaware households about the benefits of efficiency.
- Develop a comprehensive community-based approach to address energy efficiency issues in low-income housing by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons.

With direct guidance from the EEAC and the EEAC Low-Income Working Group, (Name of Manager’s Organization) has been contracted to manage and distribute all low-income settlement funds through a grant making process that serves two distinct energy efficiency programs including a large-scale low-income energy efficiency grant program(s) as well as a small-scale community-based low-income energy efficiency grant program(s).

This guidance document supports the large-scale low-income energy efficiency program only. The large-scale energy efficiency grant program will be structured in a similar way to low-income energy efficiency programs established around the country (e.g. Weatherization Assistance Programs, low-income energy efficiency retrofit programs, behavior programs, etc.). Organizations that have the experience, capacity and resources in place to stand up a large-scale energy efficiency program are encouraged to apply.

B: AUTHORITY

These Low-Income Energy Efficiency Program grant funds have been authorized by the Delaware Public Service Commission (PSC Docket No. 14-193). All grant applications will be coordinated and initially reviewed by the Low-Income Energy Efficiency Settlement Grant Fund Review Committee (“Review Committee”) which includes representation from the Delaware Energy Efficiency Advisory Committee.

SECTION II: AWARD INFORMATION

A: AVAILABLE FUNDS

Total amount of funds available is \$###. The maximum available for award amount for the Low-Income Energy Efficiency Program funds is not to exceed \$###. The minimum award amount is to be no less than \$###.

All awards are subject to the applicable funding restrictions described in PSC Docket No 14-193. (See Addendum)

B: NUMBER OF AWARDS

The Review Committee has no pre-determined number of grant awards from the available Settlement funds.

D: PERIOD OF PERFORMANCE

- Estimated Project Start Date: TBD
- Estimated Project End Date: TBD
- Length of Project Periods: Up to a 36-month total project period with annual budget periods.

E: ELIGIBLE APPLICANTS

Eligible applicants include Delaware-based for-profit companies with a valid State of Delaware business license, non-profit organizations with a valid 501c3 federal designation, and Delaware government agencies.

SECTION III: APPLICATION AND SUBMISSION INFORMATION

A: OBTAINING GUIDANCE INFORMATION

1. PUBLIC NOTICE

Public notice regarding this Guidance document has been provided in accordance with the Grant Manager's statutes.

2. OBTAINING COPIES OF THE GUIDANCE

This Guidance document is available in electronic form through the Grant Manager website (Insert Website URL HERE). Paper copies of this Guidance will not be available.

B: CONTENT OF APPLICATION

All submitted applications should contain the application components listed below. Further detail about rating criteria and specific expectations for each application section are provided in Section IV of this Guidance document.

- **Narrative Response** - The narrative responses to Rating Factors 1 to 5 are limited to:
 - A maximum of 40 numbered pages (excluding appendices, budget forms/narrative, and worksheets)
 - Letter sized paper, 8-1/2 x 11 inches
 - 12-point (minimum) Times New Roman font
 - Double spaced
 - At least 1 inch margins on all sides
- **Budget Narrative**
- **Budget Worksheet** - (See Appendix A.)
- **Appendices** - Supplemental application materials such as résumés and match commitment letters. These attachments should directly refer to and support the specific rating factor narrative to which they pertain.

The information required to be submitted in response to this Guidance has been determined by the Review Committee to be essential for use by the Review Committee in the grant application

evaluation and award process.

C: APPLICATION SUBMISSION DATES, TIMES, AND PROCESS

1. GRANT APPLICATION DUE DATE

Grant applications are due at 1:00pm EST on TBD, 2017. Applications received after the specified date and time will not be accepted or considered.

2. GRANT APPLICATION DELIVERY METHOD

All grant applications must be submitted electronically via email and must respond to the items outlined in this Guidance document. Each application must be emailed to Insert Grant Manager Name: ([Insert Email address](#)). Email subject line should read as follows:

App_LI Delmarva Settlement_Track (Insert Number)_(Insert Organization Name).

3. GRANT APPLICATION MODIFICATIONS

Any changes, amendments or modifications to an application must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment or modification to a previously submitted application. Changes, amendments or modifications to applications shall not be accepted or considered after the hour and date specified as the deadline for submission of grant applications.

4. GRANT APPLICATION OPENING

The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

5. CONFLICT OF INTEREST

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation and you are a member of the Review Committee, EEAC, or the EEAC Low Income Working Group. All applicants that participate on the EEAC or the EEAC Low-Income Working Group must inform the Guidance Designated Contact of any potential conflicts of interest. Any applicant that sits on the EEAC or the EEAC Low-Income Working Group must recuse themselves from participating in any part of the application evaluation process. Examples of potential biasing affiliations or

relations are listed below:

- Your affiliation with a bidding company or institution. For example, a conflict may exist when you:
 - are employed by or are being considered for employment with the company or institution submitting any bid or hold a consulting, advisory, or other similar position with said company or institution;
 - hold any current membership on a committee, board, or similar position with the company or institution;
 - hold ownership of the company or institution, securities, or other evidences of debt;
- Your relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from outside the relationship.

SECTION IV: APPLICATION REVIEW INFORMATION

Application Review - This section describes the application review and rating process and the review criteria that will be used by the Review Committee to select qualified grant awardees. Applicants shall follow all instructions contained in this Guidance in order to be considered for an award.

The Review Committee reserves the right to:

- Select for grant award an application other than that with lowest costs;
- Reject any and all grant applications or portions of grant applications received in response to this Guidance or to make no award or issue a new Guidance;
- Accept applications in-part;
- Request modification to grant applications from any applicants during the grant process;
- Negotiate any aspect of the grant application with any grant applicant and negotiate with more than one grant applicant at the same time.

A: REVIEW AND SELECTION PROCESS

1. RATING

All grant applications shall be evaluated using the same criteria and scoring process.

After reviewing the application, the Review Committee shall assign a score for each pre-determined criterion listed in the section below. The Review Committee will also consider whether each grant application is clear, concise, and well-organized.

2. RATING CRITERIA OVERVIEW AND WEIGHTING

The following criteria shall be used by application evaluators to assess grant applications. Each criterion has been weighted based on level of importance specific to each Track.

TRACK I: Rating Criteria	Weight
1: Capacity of applicant and relevant organizational experience	20
2: Description of the need/extent of the burden	10
3: Soundness of approach	40
4: Budget	15
5: Achieving results and program evaluation	15
Total	100%
6: Bonus	5

Grant applicants are encouraged to review the rating criteria and to provide a response that addresses each of the scored items. Evaluators can only make decisions about an applicant's capabilities based on the information provided in the application, so the responding applicant should be detailed in their grant application responses.

B. INFORMATION TO BE INCLUDED WITH EACH RATING CRITERIA

Applications should demonstrate their ability to meet the rating criteria described above through information presented in the application. The application narrative should address rating criteria 1-3, 5, and the bonus criterion. Criterion 4 should be addressed in the budget narrative. The specific information requested under each rating criterion is described in further detail in the following sections.

Applicants should ensure that information provided in the narrative for a specific rating criterion does not include information that addresses a different criterion. For example, if your grant application describes your organization's past experience in the narrative for rating criterion 3 instead of rating criterion 1, the past experience will only be scored based on the information included in rating criterion 1.

In addition, material provided in the appendices can support narrative information, but will not be used in lieu of information provided in the narrative response to the rating criteria.

1. A- CAPACITY OF APPLICANT

Evaluators will consider numerous factors of your prior performance, such as monitoring results, performance against benchmarks, and other relevant information, to evaluate capacity and relevant organization experience.

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform low-income energy efficiency work, and other proposed activities within 90 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled by your staff when you submit your application, describe your plan to fill the vacancies in a timely manner.

A. KEY PROGRAM PERSONNEL

Key personnel must include, at a minimum, a Program Manager. Unless financial management of the grant falls under the responsibility of the Program Manager, you must also identify the

person responsible for the financial management of the grant. You must provide resumes of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant. You must describe the roles and responsibilities of each key personnel for the project. For each key personnel, please provide the following:

- Personnel Name & Organization
- Title/Role
- % Time (FTE)*
- Duties/Responsibilities

The day-to-day Program Manager must be experienced in work related to the project. The Program Manager must have demonstrated project management experience.. If a Program Manager has not yet been hired, the job description for this position must be included in the Appendix to your application.

* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2,080 hours per year.

B. KEY PROGRAM PARTNERS

Provide the information below related to partner entities that will receive Settlement funds from your program and that will provide critical services and/or carry out critical activities for the proposed grant program (vs. commercial services and off-the-shelf suppliers):

- List and describe partner entities (i.e. sub-grantee(s), sub-contractor(s) organization(s), sub-recipient(s) and consultant(s)) at all tiers that will provide critical non-duplicative services and activities;
- Detail each of these critical partner entities' qualifications and experience in initiating and implementing energy efficiency or housing projects;
- List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes for each of the key personnel from these critical partner entities;
- Provide a description of how partner entities are in good legal standing and have all the business elements necessary (e.g. insurance, certifications, etc.) to conduct work in the State of Delaware

C. ADMINISTERING THE GRANT

Describe how you will administer this grant program, including how you will address oversight and financial management and provide examples of current financial reports.

Describe how funding will flow from your organization to those who will perform work under you on this grant program. Also describe how you will ensure that acceptable work is conducted and acceptable products were provided before you pay invoices to key program partners and before you submit invoices.

Describe the staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, and monitoring of all sub-grantees and contractors.

I. ENGAGEMENT WITH EXTERNAL PARTNERS

Describe your involvement in coordination among critical energy efficiency agencies, including participation in the statewide or jurisdiction-wide energy efficiency goals and objectives.

II. INVOLVING COMMUNITY-BASED PARTNERS

Describe how grassroots community-based non-profit organizations, including faith-based organizations, will be involved in your grant program's activities. For example, these activities may include outreach, community education, marketing, and program assessment activities.

1. B- RELEVANT ORGANIZATIONAL EXPERIENCE OF APPLICANT

A. PREVIOUS EXPERIENCE

List all (e.g. federal, state, local, and non-profit) projects completed by your organization in the last three years that demonstrate experience in implementing energy efficiency or other related programs ("similar programs"). Examples of similar programs include Community Development Block Grant's housing rehabilitation activities, Weatherization Assistance Programs, Healthy Housing programs, energy efficiency community education programs, and other comparable state, local or non-profit programs, etc.

B. ADMINISTRATION OF SIMILAR PROGRAMS

Describe how you have administered similar programs, including whether and how you achieved performance benchmarks, addressed program oversight, and implemented financial management. Elements of prior performance that will cause your score to be reduced include:

- Termination for cause.
- Failure to achieve program benchmarks, financial benchmarks (e.g., amount or percentage of funds from the awarding agency disbursed, amount or percentage of match expended, etc.), or other requirements of the program.

C. DELIVERY OF SIMILAR PROGRAMS

Describe how funding flowed from your organization to those who performed work under you on similar programs. Also describe how you ensured that acceptable work was conducted and acceptable products were provided before you paid invoices and before you submitted invoices to the entity that provided you the grant or contract.

D. OVERSIGHT OF SIMILAR PROGRAMS

Describe the staff and procedures used on similar programs to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you conducted it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of grants, contracts or other formal agreements.

E. MONITORING OF SIMILAR PROGRAMS

Describe whether and how routine monitoring of all sub-grantees and contractors ensured conformity to the terms, conditions and specifications of contracts or other formal agreements and requirements, and the requirements of similar programs.

2. DESCRIPTION OF THE NEED/ EXTENT OF THE BURDEN

You will be scored on this rating criteria based upon need documented through publicly available

data and information. There must be a direct and substantial relationship between the proposed energy efficiency activities and documented community needs. The data submitted in response to these rating criteria will be verified using data available from the Census and other data available, and you must indicate what source of data is being used. You must ensure that the current residents of the Delmarva territory (“Delmarva Target Area”), whose demographic characteristics constitute the data for these rating criteria, are the individuals and families that will receive priority for the benefits of the funded programs and this must be addressed in the remainder of the application.

Points will be awarded for this rating criterion based upon need demonstrated under segments b., Energy efficiency burden, c., Income data, and d., Other Factors Contributing to Energy Burden, described below. Please provide data responses in simple table format. NOTE: Provide data only for areas that lie within the Delmarva Target Area unless you demonstrate that Delmarva Target Area data or jurisdiction-level data are not available. For example, do not provide data for your whole jurisdiction if the Delmarva Target Area is only a portion of it. Provide verifiable sources for your data.

A. DESCRIPTION OF DELMARVA TARGET AREA

See addendum item 2.0 for a description of the statewide Delmarva Target Area. If program services are contained to a particular geographic area within the statewide Delmarva Target Area, you must provide the census tract(s), ZIP code(s), or other identifying name(s) or number(s) for the Target Area(s) you propose to work.

B. ENERGY EFFICIENCY BURDEN

Describe how you will use data to prioritize the selection of program participants to recruit for low-income energy efficiency work under the grant.

C. INCOME DATA

Provide the percentage of families in the Target Area(s) at or below 60 percent of the State area median income level (AMI), or at or below 200% of federal poverty guidelines. For Track II applicants, this shall help designate areas in which community-based applications will be focusing efforts. Include the source and date of your data if the data are available from a publicly accessible online source, provide the specific URL(s), such as:
http://destatehousing.com/AffordableHousingResourceCenter/ot_resources.php.

D. OTHER FACTORS CONTRIBUTING TO ENERGY BURDEN

Provide additional information that describes the need created by the high energy burden in the housing in the proposed Delmarva Target Area(s). NOTE: this is a narrative response, and must not duplicate information provided elsewhere in this response for Rating Criteria 2.

3. A- SOUNDNESS OF APPROACH

This rating criterion addresses the quality and cost-effectiveness of your proposed work plan. In general, there are four key stages in the life of this grant: application, start-up, implementation, and close-out. You must describe in detail your work plan to address start-up and implementation phases of the grant that includes specific, measurable and time-phased objectives for each major program activity. You will be rated on:

- Your ability to implement your work plan; and
- The quality of your work plan, for each major program activity that reflects benchmark performance standards. Your proposed Delmarva low-income participant completion and financial benchmarks must be included in a table as part of the narrative.

A. PROGRAM WORK PLAN AND PROGRAM RECRUITMENT

I. GENERAL PROGRAM CONCEPT

Provide a general program concept description. Be sure to include a general description of low-income program services provided, and any low-income energy efficiency industry innovations.

II. START UP

Describe the startup phase (first 90 days) of your proposed program, including: development of your program work plan with a timeline to complete work within the 36-month period of performance; development of your program policies and procedures; plan to hire and train staff; if applicable, plan to establish a qualified contractor pool; plan to build and establish partnerships; development of plans for outreach, marketing, and recruitment of families and units; development of plans for staff education and training; development and plan for prioritization of units; and develop and plan for intake and enrollment.

Describe the facility location(s) at which all grant operational functions will be completed.

III. BUILD AND ESTABLISH PARTNERSHIPS

Describe how your program will coordinate with State and local agencies or other partner organizations; and describe how, for example, referrals from the LIHEAP, Section 8, Housing Choice Voucher program and other agencies that assist low-income households will be received and processed. Describe your process for establishing contracts and/or memorandums of understanding (MOU) with partners and sub-recipients. Describe your process for monitoring and tracking your sub-recipient and partner activities and commitments. Explain your process for addressing activities that are not being met as agreed in the contract or MOU.

IV. OUTREACH AND MARKETING

Describe in detail the methods and strategies you will use, including the individuals and/or sub-grantees, sub-recipients or contractors responsible, to affirmatively market and outreach the program to low-income Delmarva Target Area and/or residents with Limited English Proficient guidelines. Describe the measures your program will take to sustain recruitment, and identify the staff responsible for both monitoring recruitment activities and implementing the measures identified to sustain recruitment. Discuss your proposed outreach activities and expected outcomes, as it relates to unit enrollment and program sustainability in the Delmarva Target Area. You must describe how outreach activities will be culturally sensitive, targeted, and linguistically appropriate and identify the means available to supply the educational materials in other languages (identify all languages that apply) common to the community. Outreach must also be provided in alternative formats for people with disabilities. Include the estimated number of individuals to receive the intended outreach.

V. PRIORITIZATION AND ELIGIBILITY OF PARTICIPANTS

Describe your plan and numerical goal for the number of eligible program participants. You must clearly connect the identified need and Delmarva Target Area from previous factors to the selection criteria and approach for this criteria factor.

VI. INTAKE AND ENROLLMENT

Describe the specific measures your program will use to complete intake and enrollment of program applicants. Describe the specific measures your program will take to sustain your eligible participant pipeline. Identify the staff responsible for both monitoring of this process step in addition to the actual recruitment activities by your agency staff.

VII. CLIENT CONFIDENTIALITY

Describe how you will ensure the safety, security and privacy of files and all protected information.

B. TECHNICAL APPROACH

Another aspect of Criteria 3A is the proposed technical approach for low-income energy efficiency work. Applicants should provide the following information related to their technical approach.

I. PRODUCTION PROCESS

Describe the production process from participant intake to work completion/clearance and follow-up testing (if applicable), including identifying the agency/person responsible for each phase, the timeline to complete each phase and how monitoring will be performed to both prevent and resolve production impediments.

II. COMPLETION ESTIMATES

Describe the proposed number of eligible participants you plan will receive low-income energy efficiency work based on your capacity and expected accomplishments. Describe your approach to maximizing the number of eligible participants to receive energy efficiency work. Work completion estimates must include consideration of potential impediments and unforeseen delays. Remember that, if awarded a grant, you will be held to your production commitments.

III. COST SAVINGS ESTIMATES

Describe the proposed estimated level of gas (MMBTU) and electric (kWh) savings based on expected accomplishments. Describe your approach to maximize energy efficiency savings for eligible participants.

IV. COST CONTROL

Describe how you will keep costs per eligible participant under tight control, such as your process of selecting participants to enroll and refining the scope of work associated with each energy efficiency service provided.

V. ENERGY EFFICIENT ASSESSMENTS

All work must meet industry standards. For energy efficiency housing retrofit programs, a Building Performance Institute (“BPI”) standard energy efficiency audit/ inspection and basic risk assessment is required for every unit and/or common area you assist using funds under this program.

Describe the industry standards you will be using for this program. If applicable, include the assessment methods, computer software, schedules, and estimated costs for energy efficiency audits/ inspections you propose.

VI. CLIENT ENERGY EFFICIENCY EDUCATION

Describe how you will provide program participants with energy efficiency information generated by activities under this grant.

VII. DEVELOPING WORK SPECIFICATIONS

All applicants must describe the process for developing energy efficiency work specifications. Describe the general scope of energy efficiency services and prioritization process for prioritizing specific energy efficiency measures.

All applicants must describe the primary energy efficiency measures that you anticipate implementing as part of your organization’s energy efficiency program. Individual measure

suggestions and the measure's associated energy savings values can be found in Delaware's Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at:

<http://www.dnrec.delaware.gov/energy/information/otherinfo/Documents/EEAC/DE%20TRM%20complete%202016.pdf>

A. PROCUREMENT/SELECTION OF HOME PERFORMANCE CONTRACTORS

If applicable, describe the process for developing and implementing the energy efficiency contractor selection process for units enrolled for home performance energy efficiency work, and indicate the individual or entity responsible for ensuring the integrity of this process.

B. MAINTENANCE EDUCATION

If applicable, describe how home performance contractors, property owners and maintenance personnel performing interim controls and energy efficiency work will be properly trained and/or certified to ensure that staff and contractors perform work of acceptable quality in compliance with work specifications and applicable industry standards including, the Building Performance Institute and State/ local code.

C. CODE COMPLIANCE

If applicable, describe how you will ensure that the home improvements resulting from Settlement funds comply with building and other local codes, especially code provisions to ensure energy savings and/or resilience of the housing.

D. CLEARANCE AND RE-ASSESSMENT EXAMINATIONS

If applicable, describe the timeline for completing post-intervention assessments and quality control checks. Describe the responsibility and payment of additional costs if a unit does not meet post-assessment standards.

E. QUALITY ASSURANCE/ QUALITY CONTROL

All applicants must describe how work will be monitored and supervised to

ensure that entities involved in the program perform work of acceptable quality in compliance with work specifications, applicable industry standards, and applicable federal/state/local regulations.

C. PROGRAM LEVERAGING AND LONGEVITY

I. LEVERAGING OTHER RESOURCES

Describe how your program will identify and incorporate additional community and private sector resources that can be combined with the Settlement fund program resources to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support.

II. LONGEVITY STRATEGY

Describe how your program will build partnerships and other funding streams to ensure sustainability of the program activities past the 36 month period of performance. Describe how your program will continue to build and sustain community capacity for the continuation of your project.

4. BUDGET

Information about the applicant's proposed budget should be included in a budget narrative, which is separate from the application narrative. This section of the Guidance describes the information that should be addressed in the budget narrative. Separate narrative justification must be submitted for your organization, and if applicable, for each partner that is submitting a separate budget or that will receive 10 percent (10%) or more of the award amount for energy efficiency activities.

You will be evaluated on the extent to which your narrative justifies the allocation of funds among successfully completed tasks and your partners, in support of the scope of the proposed project. In particular, your narrative should describe how you will keep costs under tight control.

A. BUDGET ESTIMATE OF COSTS

You must thoroughly estimate all applicable costs, including direct, administrative and indirect expenses, and present them in a clear and coherent format. In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your

organization, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project. The following budget information should be included:

- A separate budget using the attached Detailed Budget Worksheet
- Clear budget narrative details on administrative costs, staffing costs, and if applicable, details on which costs are included and not included in the direct energy efficiency cost requirement.
- Funding or cash equivalent amounts being provided as leveraged resources, if applicable.

I. ALLOWABLE COSTS

Energy Efficiency costs are direct costs specifically related to the performance of energy efficiency activities. This includes program marketing costs. When preparing the budget, you must document the total percentage of direct costs requested for the program that is dedicated specifically for energy efficiency activities.

B. ADMINISTRATIVE COSTS

Administrative costs must be reflected under the appropriate line items and a detailed cost element breakdown in the budget narrative must be provided. You must include any indirect costs, as well as those administrative costs that are in the direct cost category, plus any administrative costs of sub recipient organizations.

There are two categories of administrative costs: direct administrative costs and indirect administrative costs.

I. DIRECT ADMINISTRATIVE COSTS

Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration). Such costs include, but are not necessarily limited to, expenditures for:

Salaries, wages, fringe benefits, and related costs of the recipient's staff engaged in program administration that can be specifically identified with the grant. In charging costs to this category the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary program responsibilities involve program administration assignments, or the pro rata share of

the salary, wages, and related costs of each person whose job includes any program administration activities. The recipient may use only one of these methods during the grant period. Program administration includes, but is not limited to, the following types of activities:

- Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education or outreach for energy efficiency programs;
- Preparing program budgets and schedules, and amendments thereto;
- Developing systems for assuring compliance with program requirements, or developing information systems to enhance the delivery, analysis, or conduct of energy efficiency activities;
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements, except for on-site monitoring of energy efficiency measures;
- Preparing reports and other documents related to the program;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives; and
- Travel costs incurred for official business in general program administration that can be specifically identified with the grant program;
- Transportation costs incurred for general program administration that can be specifically identified with the grant program;
- Equipment, supplies (especially office supplies), and materials used for program administration that can be specifically identified with the grant program;
- Certification and licensing costs required for program administration responsibilities.

II. INDIRECT ADMINISTRATIVE COSTS

Indirect facilities and administrative (F&A) costs are, by nature, administrative and represent the expenses of doing business that are not readily identified exclusively with a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These types of costs are often referred to as “overhead costs.”

C. FUNDING RESTRICTIONS

The following items represent restrictions to the use of Settlement funds.

I. INELIGIBLE COSTS AND ACTIVITIES

You may not use grant funds for any of the following activities:

- Purchase of real estate property;
- Demolition of housing units or detached buildings.

II. REPLACING EXISTING RESOURCES

Funds received under the grant programs covered under this Guidance must not be used to replace existing community resources dedicated to any on-going project.

D. ENERGY EFFICIENCY INCENTIVES STRATEGY (GRANTS, DEFERRED/ FORGIVABLE LOANS, 0% INTEREST LOANS, LOW INTEREST LOANS, ETC.)

Discuss your energy efficiency incentive strategy (i.e., the type of assistance – individual client grants, deferred/forgivable loans, etc.). This should include verification of income eligibility requirements, terms, conditions, dollar limits, amounts available for energy efficiency work. Please note that energy efficiency incentives that are in the form of loans are not required but simply an option for applicants.

You will be evaluated on the extent to which your narrative provides a sound and reasonable approach to delivering incentives for your proposed energy efficiency work, including the documentation and justification of these costs.

The incentives strategy should include the following:

- Identify who is responsible for establishing, administering and overseeing this aspect of the program.
- If applicable, describe how the recapture of deferred/ forgivable loan funds to owners of assisted units will occur if recipients fail to comply with any terms and conditions of the financing arrangement.

5. ACHIEVING RESULTS AND PROGRAM EVALUATION

The following information related to criterion 5 should be included in the application narrative.

A. BENCHMARKING AND ASSESSING ACCOMPLISHMENTS

I. IDENTIFYING KEY DELIVERABLES AND BENCHMARKS

Describe the project goals and the activities proposed to achieve these goals. Performance indicators must be objectively quantifiable and measure actual achievements against anticipated achievements. The activities and associated targets per quarter in the table below represent benchmarks against which your progress will be reported and measured each quarter. You must complete and submit the Benchmark Performance Standards Table, as displayed below, with your narrative based on the project goals established. When completing the Benchmarks Table, use cumulative (not incremental) numbering.

EXAMPLE

EXAMPLE													
Activity by Quarter	Year 1				Year 2				Year 3				TOTAL
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
kWh Saved													
MMBTU Saved													
Units Enrolled													
EE Audits													
EE Interventions													

II. MONITORING KEY DELIVERABLES AND BENCHMARKS

Identify the procedures that will be followed to monitor and make adjustments to improve performance if benchmarks are not met within established timeframes.

Provide a description of the tools and methods you will use to assess progress and track performance in meeting the goals and objectives outlined in the work plan. You must provide assurances that work plans and performance measures developed for the program will assist intended participants, and that work will be conducted in a timely

and cost-effective manner. This evaluation must explore how well the technical strategy meets the conditions and needs found in the Delmarva Target Area.

B. EVALUATION, MEASUREMENT, AND VERIFICATION

I. DATA COLLECTION, STORAGE AND REPORTING

Provide a description for effective data collection, data storage and energy savings calculation methods, and quarterly data reporting. All energy efficiency program data must be integrated into the Delaware State Energy Efficiency Data System.

II. THIRD-PARTY EM&V (TRACK I APPLICATIONS ONLY)

Awarded grantees are required to budget for an EEAC recommended third party energy efficiency evaluation, measurement, and verification (“EM&V”) services. EM&V services must be made in accordance with all EEAC EM&V standards and regulations. When preparing the budget, you must document the total percentage of EM&V costs requested for the program.

Primary goals of the third party EM&V services include:

- Provide verification of estimated energy program electric and gas savings through project documentation inspections, review and verification of energy savings calculations, and/or project site inspections;
- Recommend improvements to data collection, data storage, and energy savings calculation methods;
- Recommend improvements to the design and implementation of existing energy programs; and,
- Provide guidance to on best practices regarding energy savings estimates, as well as data reporting

6. BONUS

The EEAC Low-Income Working Group encourages applicants for funding to undertake

programs and projects that contribute to the EEAC's Priorities. Applicants that undertake activities that achieve specific EEAC cost-effectiveness goals and non-energy benefits listed below are eligible to receive priority points in the rating of their application.

A. ALIGNMENT WITH EEAC COST-EFFECTIVENESS GOALS AND NON-ENERGY BENEFITS:

The primary goal of the EEAC is to support the development of cost-effective energy efficiency programs. With oversight and support of the EEAC, Delaware utilities are directed to implement cost-effective energy efficiency programs.

Provide a description about how your energy efficiency program will support Delmarva Power utility in developing cost-effective program(s) that may be supported by the utility after completion of this grant.

Describe the exact energy efficiency measures and associated energy and societal (health, climate, economic development, jobs, etc.) benefits that your energy efficiency program will be implementing. Individual cost-effective measure suggestions and the energy efficiency measures associated energy savings values can be found in Delaware's and the Mid-Atlantic Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at: <http://www.dnrec.delaware.gov/energy/information/otherinfo/Documents/EEAC/DE%20TRM%20complete%202016.pdf>

SECTION V: AWARD ADMINISTRATION INFORMATION

A. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

The award date for grants will be approximately 120 days from the grant application due date.

B. AWARD NOTICES

The final grant award is subject to approval by the Delaware Public Service Commission (PSC). Following the evaluation process the EEAC Low-Income Working Group will provide program recommendation(s) to the EEAC. EEAC recommendation(s) will be made with a majority vote. Once approved by the EEAC, a final approval vote will be made by the Delaware Public Service Commission.

The EEAC will notify applicants of approved grant proposals in writing. Applicants will then execute a written contract. No applicant will acquire any legal or equitable rights or privileges until they have been notified by the EEAC and the contract has been fully executed.

C. ADMINISTRATIVE/ POLICY REQUIREMENTS

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful grant applicant will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this grant award. The reported data elements shall include but not be limited to; name of project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov).

D. REPORTING/ GRANTEE PAYMENT

1. STATUS REPORTING

One of the primary goals in administering this grant is to keep accurate records regarding the

actual value/usage of the funds. The selected grant applicant will be required to lead and/or participate in status meetings and submit monthly, quarterly and yearly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

2. GRANTEE PAYMENT

Payment process will be determined individually for each successful application during the contract making process.

SECTION VI: GUIDANCE DESIGNATED CONTACT

All requests, questions, or other communications about this Guidance shall be made in writing to the Grant Manager. Address all communications to the person listed below; communications made to other Grant Manager and EEAC members or personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the grant applicant. Grant applicants should rely only on written statements issued by the Guidance designated contact.

Grant Manager Contact Information [HERE](#)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is preferred, but other forms of delivery, such as postal and courier services may also be used.

EEAC may retain consultants or legal counsel to assist in the review and evaluation of all applicants' responses.

SECTION VII: APPENDIX

APPENDIX A: BUDGET WORKSHEET

Grant Application Detailed Budget Worksheet

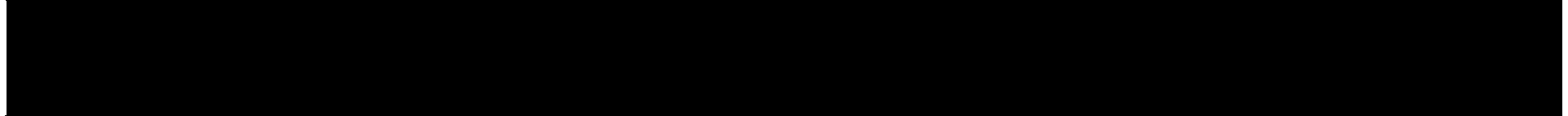
Name and Address of Applicant:

Category				Settlement Share		Applicant Leverage	
Detailed Description of Budget (for full grant period)							
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost	Settlement Share	Applicant Leverage		
Position or Individual							
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
Total Direct Labor Cost			\$0	\$0	\$0		
2. Fringe Benefits	Rate (%)	Base	Estimated Cost	Settlement Share	Applicant Leverage		
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
			\$0				
Total Fringe Benefits Cost			\$0	\$0	\$0		
3. Travel				Settlement Share	Applicant Leverage		
3a. Transportation - Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	Settlement Share	Applicant Leverage		
			\$0				
			\$0				

			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Trans - Local Private Vehicle			\$0	\$0	\$0

Grant Application Detailed Budget Worksheet					
Detailed Description of Budget					
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Transportation - Airfare			\$0	\$0	\$0
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Transportation - Other			\$0	\$0	\$0
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Per Diem or Subsistence			\$0	\$0	\$0
Total Travel Cost			\$0	\$0	\$0

4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost		Settlement Share	Applicant Leverage
			\$0			
			\$0			
			\$0			
			\$0			
Total Equipment Cost			\$0		\$0	\$0



Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)					
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Consumable Supplies			\$0	\$0	\$0
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Non-Consumable Materials			\$0	\$0	\$0
Total Supplies and Materials Cost			\$0	\$0	\$0

6. Consultants (Type)	Days	Rate per Day	Estimated Cost		Settlement Share	Applicant Leverage
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
Total Consultants Cost			\$0		\$0	\$0
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost		Settlement Share	Applicant Leverage
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
Total Subcontracts Cost			\$0		\$0	\$0
Grant Application Detailed Budget Worksheet						
Detailed Description of Budget						
8. Construction Costs						
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost		Settlement Share	Applicant Leverage
			\$0			
			\$0			
			\$0			
			\$0			
			\$0			
Subtotal - Administrative and legal expenses			\$0		\$0	\$0
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost		Settlement Share	Applicant Leverage
			\$0			
			\$0			
			\$0			
			\$0			

Subtotal - Land, structures, rights-of way, ...			\$0	\$0	\$0
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Relocation expenses and payments			\$0	\$0	\$0
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Architectural and engineering fees			\$0	\$0	\$0
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Other architectural and engineering fees			\$0	\$0	\$0
Grant Application Detailed Budget Worksheet					
Detailed Description of Budget					
8f. Project inspection fees	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		

Subtotal - Project inspection fees			\$0	\$0	\$0
8g. Site work	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
Subtotal - Site work			\$0	\$0	\$0
8h. Demolition and removal	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
Subtotal - Demolition and removal			\$0	\$0	\$0
8i. Construction	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
Subtotal - Construction			\$0	\$0	\$0
8j. Equipment	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Match
			\$0		
			\$0		
			\$0		
			\$0		
Subtotal - Equipment			\$0	\$0	\$0
8k. Contingencies	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		
Subtotal - Contingencies			\$0	\$0	\$0
8l. Miscellaneous	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		
			\$0		

Subtotal - Miscellaneous			\$0	\$0	\$0
Total Construction Costs			\$0	\$0	\$0

Grant Application Detailed Budget Worksheet					
Detailed Description of Budget					
9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	Settlement Share	Applicant Leverage
Item					
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total Other Direct Costs			\$0	\$0	\$0
Subtotal of Direct Costs			\$0	\$0	\$0
10. Indirect Costs	Rate	Base	Estimated Cost	Settlement Share	Applicant Leverage
Type					

Total Indirect Costs			\$0	\$0	\$0
Total Estimated Costs (Subtotal Direct + Total Indirect)			\$0	\$0	\$0

Grant Application Detailed Budget Worksheet			
Detailed Description of Budget			
Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
	Personnel (Direct Labor)	\$ -	#DIV/0!
1			
	Fringe Benefits	\$ -	#DIV/0!
2			
	Travel	\$ -	#DIV/0!
3			
	Equipment	\$ -	#DIV/0!
4			

	5	Supplies and Materials	\$ -	#DIV/0!
	6	Consultants	\$ -	#DIV/0!
	7	Contracts and Sub-Grantees	\$ -	#DIV/0!
	8	Construction	\$ -	#DIV/0!
	9	Other Direct Costs	\$ -	#DIV/0!
	10	Indirect Costs	\$ -	#DIV/0!
		Total:	\$ -	#DIV/0!
		Settlement Share:	\$ -	
		Leverage: (as percentage of Settlement Share)	\$ -	#DIV/0!

SAMPLE